

Annual Enterprise Memorandum 2009

To: Bruce Hauk

From: Tamara Bennett
John Rogers

Date: December 10, 2009

Re: Enterprise Development Summary

Enterprise Development is tasked with providing organizational leadership in purchasing, contract management and the program management of special projects. Enterprise Development continues to identify and harvest value through the optimization of processes and spend aggregation opportunities. This memorandum covers the activities of this division during this calendar year.

I. Recurring Activities:

Invoice Review

Contract Review

**Developing Business Requirements for new financial system
Reporting**

Month-end Reporting
Fuel Reporting
River Road Revenue
Utility Monthly Reports
Westfield Connects Spreadsheet
Antenna Revenue Tracking/Spreadsheet
Debt Services Reporting
Month-End Reporting for Council
Fuel Reporting – Billing school for fuel
Revenue Reports
Revenue Dissection and Understanding
Fund Reporting (301 and Midland Trace)
MVH and Storm water Reports
Cost Savings reporting

II. RFP's:

CIPA – Salt

Saved 7.6% - \$5.85/tn & \$7.85/tn treated

Property Casualty

Saved 21% - \$63,000

457a/401b Deferred Compensation: Saved employees 1.5 to 2.5 % in mngt fees

CIPA – Elevator Maintenance

Saved \$1,020.97 on new elev maint

Cellular phones:

Saved 20% per device - \$10/device

MFD's (copiers/printers):

Saved 21% per device - \$833/device

CIPA - Fire Safety Inspection:

Saved - \$2,208

Building Wireless RFP

Negotiated savings - \$1,000

RFP's

CIPA - Public Safety Sirens:

Saved - \$350 (so far. Additional saving with more participation)

City Hall Heating/Cooling:

Negotiated savings - \$732

Geothermal

Used best bid

Banking

Expected savings - \$28,660 in 2010

CIPA – Ammunition

Bid still pending

Continued from prior RFP's

Fuel:

\$51,086.49

Automotive Maintenance:

\$ 3,030.95

Paper Supplies:

\$ 1,207.08

III. Programs:

C I P A:

Continue to work with co-founding organization, City of Indianapolis, to encourage and enable other municipalities to participate in our on-line RFP's

Grand Junction:

Administer a team of engineers and city personnel to develop the construction documents required to construct phase I of the South Union Street Streetscape project. We will continue to administer the necessary activities to ensure the project objectives and budget are met.

Public Safety Training Facility:

Coordinate the engineers and city personal required to mitigate the possible wetland and floodway issues. Continue to negotiate with engineers to help fast-track the remaining activities required prior to starting construction.

Family Sports Complex:

Monitor the Sports Complex activities to identify possible engineering, purchasing or service aggregation opportunities within other City programs.

Regional Detention:

Administer the development and implementation of a regional detention system to remediate downtown flooding and redefine the current floodway and floodplain perimeters. Additionally, identify revenue opportunities created by the implementation of this resource.

Geothermal:

See Geothermal DSM